

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040005-8

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDP- 82

1. TITLE OF REPORT (if a fill-in report include Form No.)

FOREIGN LANGUAGE INVENTORY (OVERSEAS TRAINING)

2. TYPE OF REPORT	STATISTICAL
	X NARRATIVE
	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	X TRAINING	ADMIN. GENERAL OTHER (specify)
	LOGISTICS	SECURITY	
	MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED 5. FREQUENCY (weekly, monthly, quarterly, etc.) 6. DISTRIBUTION (No. of components not number of copies)

12

Annual

3

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
	YES	IF YES GIVE ADP PROCESSING NO.	

Memo

NO

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

EUR, NE

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR \$745.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

[Redacted]

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
X	RETAIN AS IS	MAN-HOURS	DOLLARS
	CHANGE		
	DISCONTINUE		

16. DATE OF INVENTORY

October 1970 Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040005-8

18. EXTENSION